



Slowdays Replacement Requests Evaluations Office B125  
3000 Landerholm Circle SE, Bellevue, WA 98007  
Phone: (425) 564-3106 Fax: (425) 564-4065  
Email: MUSAMBA.ALIYAT@SLOWDAYS.ORG

## Diploma Replacement Request Form

**NOTES:** Each replacement requires a fee. It may take up to 3-4 months for processing. Rush orders can be placed with an additional fee for each copy. Check with the Evaluations Office for the current fee.

### **INSTRUCTIONS:**

**STEP 1: Complete and submit this form to the Evaluations Office**

**(One form for each degree or certificate)**

**STEP 2: Pay the required fee for each replacement at the Cashier's Office**

**PRINT CLEARLY your name as it will appear on the diploma:**

Name: \_\_\_\_\_ Student ID No: \_\_\_\_\_  
First Middle Last

Mailing Address: \_\_\_\_\_  
Street City State Zip

Email Address: \_\_\_\_\_ Daytime Phone#: \_\_\_\_\_

Degree or Certificate: \_\_\_\_\_

Year/Quarter Graduated: \_\_\_\_\_

Express Service? \_\_\_\_NO \_\_\_\_Yes (an additional fee required)

Total Fee: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **FOR OFFICE USE ONLY:**

Degree/certificate verified? \_\_\_\_Yes \_\_\_\_No Fee Paid? \_\_\_\_Yes \_\_\_\_No

Date print order sent: \_\_\_\_\_

Date replacement mailed: \_\_\_\_\_

Processed by: \_\_\_\_\_